



APPLICATION FOR PRIVATELY BOOKED EVENT



General Provisions for All Privately Booked Events

- 1) The Rollright Stones will remain open to the public during any privately booked events, but you may put a notice on the main entrance gate and on the approach from the Whispering Knights to ask visitors not to enter the circle but observe in silence during any ceremony.
- 2) Bookings for daytime events may only be for 1 hour. Evening events (after 5pm) may be booked for a maximum of 3 hours.
- 3) Between March 21st and September 21st daytime events at weekends, bank holidays and every day during main school holidays (July and August) must finish before 11.00am or start after 5.30pm.
- 4) Your group may stay at the site for a longer period, although other visitors will be allowed full access (except to any temporary private facilities agreed).
- 5) The laybys at the site cannot be reserved for parking. You should maximise vehicle sharing. If your group is likely to need more than seven cars you are advised to hire a minibus or coach. Additional off-road parking may be arranged by special request and subject to additional charges.
- 6) You may arrange for hire of a toilet, but not a marquee or entertainment or alcohol licence.
- 7) All events are subject to the attached Terms and Conditions and Health and Safety Risk Assessment (see advisory checklist). You are advised to consider getting appropriate insurance to cover their event.

Fees

Rates: Including **£15 non-returnable deposit** to confirm booking, the following rates apply:

Up to 10 people **£15**

11 to 20 people: **£30**

21 to 40 people: **£60**;

Over 40 people please enquire (minimum **£2** per head)

plus Parking fee if required: up to 30 people **£30**; 30 to 75 people **£60** over 75 people please enquire

Payment

A non-returnable deposit is required to confirm any booking. The balance must be paid not less than two weeks before the event. Receipt of payments will be confirmed by email unless otherwise requested.

Given Name:

Family Name:

As 'Hirer' I wish to apply for permission to hold a [State event purpose]:
at the Rollright Stone Circle as follows:

Date:

Start time:

End time:

Total no. of people:

I DO / DO NOT require further information as indicated on the H&S Checklist

I HAVE READ the requirements above and the Terms and Conditions for Private Access, and **I AGREE** that I and my guests will abide by them and the attached Health and Safety Risk Assessment.

I AGREE to pay The Rollright Trust Ltd by digital transfer (sort code 40-41-26 A/c number 91427032), or by cheque posted to c/o Sandy Vaughan Mill Cottage, Worcester Road, Salford, Chipping Norton, Oxon, OX7 5YQ, the non-returnable deposit to confirm my booking. I will pay the residual fee 2 weeks before the event.

Signed:

Dated:

Address:

Phone: (day)

Email address:

(evening)

Fees payable: Deposit £____; Residual fee £____ due ____ / ____ / ____.

Please complete this form and send it with your signed H&S risk assessment to *Rollright Stones Bookings, c/o Sandy Vaughan Mill Cottage, Worcester Road, Salford, Chipping Norton, Oxon, OX7 5YQ* or scan/send to bookings@rollrightstones.co.uk

THE ROLLRIGHT TRUST LTD GENERAL TERMS AND CONDITIONS FOR PRIVATE ACCESS

By signing the application form the Hirer agrees to these terms and conditions.

The Rollright Trust Ltd will not be held responsible for any damage to the site or to any adjacent property or injury to the Hirer or his/her guests or damage to their belongings or to any third party property or persons as a consequence of the Hirer's event. The Hirer indemnifies The Rollright Trust Ltd and any third party against any such claims arising from such damage or injury.

There is no public right of access to the Rollright Stones or to adjacent land. All arrangements for any private access must be agreed in advance with the Trustees or their representative. The Rollright Trust Ltd only grants permission for private events subject to payment of the appropriate fee(s) and adherence to the following conditions designed to safeguard the special interest of the site and the safety and enjoyment of other users.

1. Planning your event

- The Hirer and any other event organisers and their guests must be made aware that the Site is preserved in a natural condition with uneven ground and other possible hazards.
- The Hirer must carry out a health and safety risk assessment of the proposed event and minimise any risks that may arise, taking account both of the site conditions and the nature of the event/activities.
- Parking can cause serious congestion: the number of vehicles brought should be minimised. Overflow car parking may be arranged but is at the Hirer's risk and responsibility and extra charges apply.
- There is no mains water supply or electrical power supply at the site. Generators may only be used with the prior agreement of the Trustees.
- There are no toilet facilities at the site. If you require portable toilets, you must arrange this in advance with a local company, siting the toilet in the lay-by. Please contact us if you need advice.
- It is the Hirer's responsibility to arrive promptly and to finish by the agreed time.

2. Protecting the special interest of the site

- The site is legally protected as a Scheduled Monument. It is a criminal offence to cause any physical damage to the Stones or the land in which they are located. Using metal detectors is also unlawful.
- To minimise the risk of damage, no equipment may be attached to, leant on, or supported by the Stones, and no person may climb on, or in any other way endanger their stability.
- Please take care not to damage any of the lichens at the circle, some of which are over 800 years old.
- No fires may be lit except in a fire dish approved by the Trust. The use of fire dishes is entirely at the users' own risk. Only wood brought by the hirer and no other kind of material may be burnt.
- Candles, if used, must be in a container (eg a glass jar) that does not allow wax to drip onto lichens or stones. To avoid damage, no lanterns, candles, or incense may be placed directly on the stones.
- No plants or flowers growing at the Site are to be collected or used for decoration. Small portable decorations, brought to decorate the site must be non-damaging and removed at the end of the event.
- Coins and other objects should not be placed in crevices in the stones as they can harm the lichens and wildlife inhabiting them and may cause chemical damage.

3. Enjoying your visit and maintaining the site in a condition for others to enjoy

- To protect the safety of other visitors and users of adjacent rights of way fireworks are not allowed.
- Eating and drinking is permitted provided all remains are bagged and taken away. Picnicking is allowed between the stone circle and the field and round the other monuments but not within the stone circle.
- Photography or filming is permitted for purely private use, but any commercial use of photography or filming is subject to advance consent from The Trustees who may impose an extra fee and conditions.
- Guide dogs are permitted at the site with their owners during events, but no other dogs or animals.
- Hirers must leave the site in a safe and tidy condition and report any damage however caused. The Trust reserves the right to charge the Hirer the cost of any remedial action and a nuisance payment.

4. General conditions

- The Rollright Trust reserves the right to ask the Hirer and his/her guests to vacate the site immediately without refund if these Terms and Conditions are breached.
- While all requests for a private event on the dates and times requested will be given due consideration, the Trust reserves its right to refuse admission to any individual or group without explanation.
- While the Rollright Trust will make every effort to meet the requirements of the Hirer, the Trustees reserve the right to cancel the booking, in which case fees will be refunded but no other costs incurred.

This checklist is advisory only and does not diminish the responsibility of the Hirer to inspect the site and carry out a full H&S assessment. This form may be used to summarise the full assessment carried out, including additional risks and measures taken to reduce/avoid them. As appropriate, additional information should be submitted.			CHECK BOX AS APPROPRIATE <i>LH column = need to discuss</i> RH column = risk is noted & precautions will be taken	
Issue	Risks	Measures to avoid or reduce risk (For any items in red italic that apply to your event please contact us to discuss what detailed supporting information & assessment is needed)		
Event organiser and participant awareness	Risk of various hazards if organisers are not aware of risk procedures and limitations on activities	<ul style="list-style-type: none"> Individual risk assessment required as part of booking process includes completion of this indicative assessment Organiser to ensure awareness and observation of Rules for site use and any key risk issues Event may be supervised by Site Manager/ other staff or Trustee if Trust considers necessary 		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Site hazards	Trees, trip hazards, uneven /slippery ground, stones	<ul style="list-style-type: none"> Participants to note general warning notices Avoid areas of trees in high winds; move with care; wear sensible shoes; don't climb on stones 		<input type="checkbox"/> <input type="checkbox"/>
Car Parking	Risk of traffic congestion/ accidents Risk of injury from vehicles manoeuvring within parking area	<ul style="list-style-type: none"> Minimise vehicle use by car sharing and/or hiring minibus or coach Up to 7 cars or 1 coach: Park in lay-bys and use associated paths, not on verge. Take care crossing 60 mph road <i>Over 7 cars or 1 coach: Contact Trust to discuss options for overflow parking that may be specially arranged</i> <i>Any overflow car parking in area of King Stone to be marshalled (both parking within field and entering and leaving) and warning signs to be placed in road</i> 	<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Weather	Sunburn, hypothermia etc: the Stones are in an exposed location (especially winter)	<ul style="list-style-type: none"> Organisers to check weather forecast in advance Participants to bring appropriate clothing, sunblock etc Events should not proceed in extreme weather conditions 		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Individual health/ disability	Risk of sudden illness or injury	<ul style="list-style-type: none"> Organisers to check for any specific needs and arrange help for disabled/ infirm etc. 		<input type="checkbox"/>
Welfare	Hygiene risks	<ul style="list-style-type: none"> Note that nearest toilets are at Wyatts (c. 1 mile E) only during normal working hours <i>Mobile toilet(s) may be hired by the organisers for any event. The Trust must be notified and may offer advice</i> 	<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
Misuse of alcohol or other drugs	Risk of threatening/ offensive behaviour/ injury/ illegal activity	<ul style="list-style-type: none"> Organisers to ensure illegal drugs are not used (if seen the event will be closed immediately and police called) Organisers responsible for preventing excessive consumption of alcohol brought and served (specify types) Participants getting excessively drunk/ violent to be expelled and event stopped 		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Fires	Risk of burns; damage to site	<ul style="list-style-type: none"> Only allowed if fire dishes of a design approved by the Trust are available and used in approved manner and positions To be used at controlled events only with fire extinguisher to be on hand. Site staff required to instruct/ supervise use and disposal of cinders away from the Stones and any fire hazard 	<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Candles, torches	Risk of burns; wax etc on stones/lichens	<ul style="list-style-type: none"> Candles only allowed if placed in suitable non-flammable containers (eg glass jars) positioned where they will not fall Fire torches only allowed if positioned and secured from falling on participants or stones 		<input type="checkbox"/> <input type="checkbox"/>
Hazardous substances	Risk of injury/ health problems	<ul style="list-style-type: none"> No Fireworks allowed at the Stones (safety requirements in relation to third parties and rights of way cannot be met) <i>Potentially hazardous substances only allowed if essential and covered by specific additional H&S risk assessment</i> 	<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
Use of ceremonial blades staffs etc	Risk of misuse and injury	<ul style="list-style-type: none"> <i>Only allowed if essential part of established ritual and then only for that specific element</i> Precise usage to be defined in accordance to Police guidance (contact Karin.Atwood@thamesvalley.pnn.police.uk) 	<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
General emergencies	Various	<ul style="list-style-type: none"> Organisers to ensure they have charged mobile phone and note of emergency numbers and relevant contact numbers 		<input type="checkbox"/>
OTHER [If you have identified additional risks please also add text as necessary]	Additional risks and any cumulative impacts of combined risks	<i>The following additional and/ cumulative risks and relevant precautions have been identified:</i> [Please enter text below] OR <i>I do not consider there are any other additional/cumulative risks to be noted</i>	<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>

I confirm that I have carried out a risk assessment of the event I propose and will heed all appropriate Health and Safety precautions [Please SIGN and RETAIN A COPY]